

# Special Procedures for Election Judges in Consolidated Precincts

**Presidential General Election – November 8, 2016**

**Montgomery County, Maryland**

For the Presidential General Election, the following polling places will each host 2 or more precincts:

	Polling Place	Precincts	# voters	Same/Different Congressional Districts?
1	Laytonsville Elementary School	01-01	2,150	same
		08-14	31	
2	John T. Baker Middle School	02-07	96	same
		12-02	2,627	
3	Lois P. Rockwell Elementary School	02-09	538	same
		12-04	2,571	
4	Garret Park Elementary School	04-08	4,205	same
		04-33	59	
5	Twinbrook Elementary School	04-07	2,431	same
		04-37	241	
6	Meadow Hall Elementary School	04-09	1,589	same
		04-27	552	
		04-38	90	
		04-43	24	
7	Richie Park Elementary School	04-11	567	same
		04-25	1,733	
8	Rocking Horse Road Center	04-15	1,657	same
		04-26	2,070	
		04-40	82	
9	Robert Frost Middle School	04-20	4,019	same
		04-42	8	
10	Potomac Methodist	04-23	265	same
		10-01	1632	
11	Springbrook High School	05-05	2,763	same
		05-22	1,571	
12	Northwest High School	06-11	79	same
		06-15	4,005	
13	Bethesda Chevy Chase	07-01	1,699	same
		07-08	3,045	
14	Sherwood High School	08-06	4,076	same
		13-60	48	

15	Colonel Zadok Magruder	08-08	3,192	same
		08-15	225	
16	Washington Grove Town Hall	09-32	582	same
		09-38	445	
17	Flower Hill Elementary School	09-37	2,071	same
		09-39	26	
18	Herbert Hoover Middle School	10-05	2,517	same
		10-06	2,486	
19	Aspen Hill Library	13-43	2,148	same
		13-70	206	

Each of these polling places will have two Chief Judges, two Closing Judges, and enough Voting Operations judges to manage the election for all precincts.

The precincts in a combined polling place will share election equipment (Electronic Pollbooks, Scanning Unit(s) and Ballot Marking Device(s)). Each Pollbook will carry the voter roster for all precincts within that polling place in a single database. Check-In Judges will access voters' records according to standard methods used in all precincts. There is no need for the Check-in Judges to determine a voter's home precinct; the printed VAC will identify the voter's home (assigned) precinct.

Election Judges in combined precincts will observe most, but not all, procedures as described in the Election Judges' Manual. The differences are described below.

### Check-In Area:

Voters eligible for standard ballots are checked in according to regular procedures. Circling (or highlighting) the voter's precinct is essential – it helps to ensure that voters will receive the correct paper ballot at the ballot issuing table.

### Ballot Issuing Table(s):

Each precinct will receive its own set of ballots; there will be a *Ballot Certificate* for each precinct. Voters must receive ballots assigned to their own precinct in order for the Scanning Unit to sort and count ballots by precinct at the end of the election. Each ballot table will have its own *Spoiled Ballot Envelope* and its own *Spoiled Ballot Log*.

**For the following precincts, there will be two ballot issuing tables, one for each precinct:**

Lois P. Rockwell Elementary School (02-09, 12-04)

Twinbrook Elementary School (04-07, 04-37)

Richie Park Elementary School (04-11, 04-25)

Potomac Methodist (04-23, 10-01)

Springbrook High School (05-05, 05-22)

Bethesda-Chevy Chase High School (07-01, 07-08)

Sherwood High School (08-06, 13-60)  
Colonel Zadok Magruder (08-08, 08-15)  
Washington Grove Town Hall (09-32, 09-38)  
Herbert Hoover Middle School (10-05, 10-06)  
Aspen Hill Library (13-43, 13-70)

Judges at these tables much check each voter's VAC to determine that the voter is at the correct table for the precinct circled on the voter's VAC. Once the correct precinct is established, the Judge may issue the correct ballot.

**For the following precincts, there will be one table and Chief Judges will hold the ballots for the smaller (by population) precinct:**

Laytonsville Elementary School (table: 01-01, Chief Judges hold ballots for 08-14)  
John T. Baker Middle School (table 12-04, Chief Judges hold ballots for 02-07)  
Garret Park Elementary School (table 04-08, Chief Judges hold ballots for 04-33)  
Robert Frost Middle School (table 04-20, Chief Judges hold ballots for 04-42)  
Northwest High School (table 06-15, Chief Judges hold ballots for 06-11)  
Flower Hill Elementary School (table 09-37, Chief Judges hold ballots for 09-39)  
Judges at the ballot issuing table must direct voters from the smaller precinct to the Chief Judges who will issue the correct ballot.

**For the following precinct, there will be two ballot issuing tables and the Chief Judges will hold a set of ballots for the third and/or fourth smallest precinct(s):**

Rocking Horse Road Center (tables for 04-15 and 04-26, Chief Judges hold ballots for 04-40)  
Meadow Hall Elementary School (tables for 04-09 and 04-27, Chief Judges hold ballots for 04-38 and 04-43)

Check-In Judges for these precincts must direct the voter in smaller precinct to the Chief Judge who will issue the correct ballot.

### **Ballot Marking Device:**

Judges assisting voters at the Ballot Marking Device must first choose the correct precinct for each voter.

### **Scanning Unit:**

The Scanning Unit will accept ballots from all voters regardless of precinct.

### **Counting VACs:**

VACs from the Scanning Unit Envelope must be sorted first by precinct. They must be kept separate – there will be sufficient VAC boxes for each precinct. Complete a VAC worksheet for each precinct. Then use the *Consolidated Precincts VAC Worksheet* to add them together for entry on the *Closing Summary Report*.

### **11 am and 4 pm Unofficial Turnout Reports**

Results must be presented to the public by precinct. In order to produce these reports using information from the pollbook:

- From the Find Voters Screen, press “Return to Main” button.
- From the Main Screen, press the “Status Tab”.
- On the Status Screen, press the “Voter Counts” tab (found on the second row of tabs).

# Precinct Unofficial Turnout Report

## REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

Primary Election  
Elecciones Primarias

General Election  
Elecciones Generales

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District/Precinct  
Distrito/Precinto

**At 11:00 AM and 4:00 PM**

Print the ***Consolidated Voter Counts Report***  
from one pollbook and attach here.

Directions for printing report:

1. Tap “**Manage System**” button
2. Tap the “**Reports**” tab
3. Tap the “**Print Voter Counts**” in the middle of the screen

**Provisional Table:**

In most consolidated precincts, there will be one Provisional Supply Bag that the individual precincts will share. Inside the supply bag, there will be a set of provisional ballots for each precinct within the consolidated precinct. They must be accounted for separately – each precinct will have its own set of provisional voting forms. (*Provisional Ballot Opening Certificate, Provisional Ballot Closing Certificate, Provisional Ballot Tally Sheet*). In addition, there will be a Provisional Ballot Transfer bag for each precinct.

**A voter who resides within one of the precincts** in the consolidated precinct must be given a ballot from his/her own precinct. The voter must cast his/her ballot into the Provisional Ballot Transfer Bag assigned to his/her own precinct.

**Voters who reside outside the consolidated precinct** may receive a ballot that was assigned to either precinct. The ballot must be cast into the Provisional Ballot Transfer bag for the precinct the ballot was taken from.

## **Closing Procedures**

### **Closing the Scanning Unit:**

Chief Judges must produce 3 sets of results reports by precinct and one report that combines the results for all the precincts within in the consolidated precinct. Follow the instructions *Scanning Unit Closing the Polls Procedure for Consolidated Precincts* to close the Scanning Unit, produce the reports, and place them in the correct places as described in the instructions.

### **Closing Summary Report**

There is one Closing Summary Report for the consolidated precinct. Some of the entries on this report will require adding numbers from each precinct. Use the Consolidated Precincts Worksheet to obtain these numbers. (See the last page for an illustration.)

### **Other Forms**

For forms not noted above, the consolidated precinct will have one set of forms. For example, there is only one *Chief Judge Log*, one *Polling Room Sign-In Sheet*, one *Pollbook Integrity Report*, and one of each of the *Chain of Custody* forms.

## CLOSING SUMMARY REPORT – Election Day

County: Montgomery

Date: November 8, 2016

District/Precinct: \_\_\_\_\_

Complete All Grey Areas

### BALLOTS ISSUED

<b>1. Regular Ballots Issued</b> From Electronic Pollbook Ballot Counts Report – Net Regular Issued	
<b>2. Provisional Ballots Issued</b> From Electronic Pollbook Ballot Counts Report – Net Provisional Issued	
<b>3. TOTAL BALLOTS ISSUED (1 + 2)</b>	

### BALLOTS CAST

<b>4. Regular Ballots Cast</b> From Public Count(s) on Scanning Unit Integrity Report – Closing Box B	
<b>5. Provisional Ballots Cast</b> From Provisional Ballot Closing Certificate Box E	
<b>6. TOTAL BALLOTS CAST (4 + 5)</b>	

### SPOILED BALLOTS

<b>7. Total Spoiled Ballots and Ballot Activation Cards</b> From Ballot Certificate -- Closing	
<b>8. Total Spoiled Provisional Ballots</b> From Provisional Ballot Closing Certificate Box D	
<b>9. TOTAL SPOILED BALLOTS (7 + 8)</b>	

### BALLOTS USED

<b>10. TOTAL BALLOTS USED (6 + 9)</b>	
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### VOTER AUTHORITY CARDS (VACs)

<b>11. Total VACs from Scanning Unit(s)</b> From Box C on Voter Authority Card Worksheet	
<b>12. Total Provisional VACs</b> From Provisional Ballot Closing Certificate Box F	
<b>13. TOTAL VACS (11 + 12)</b>	

<b>14. Total Canceled VACs</b> From Canceled VAC Envelope	
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To the best of our knowledge, we certify that the information on this page is true and accurate. Lines 1, 4, and 11 should be equal. If not, note and explain if possible in Chief Judge Log.

\_\_\_\_\_  
**CHIEF JUDGE**

\_\_\_\_\_  
**CHIEF JUDGE**

8/3/2016    At end of the election, return to Chief binder    Chief RED

10/19/2016



## Consolidated Precincts Worksheet

Use this worksheet to total numbers from individual precincts for use in the Closing Summary Report.

D/P – enter district/precinct number. If there are extra D/P boxes, disregard.

	Provisional Ballots Cast	Spoiled (Regular) Ballots and BACs	Spoiled Provisional Ballots	VACs from Scanning Units	Provisional VACs
Source	Box G, <i>Provisional Ballot Closing Certificate</i>	"Total SPOILED Ballots at Closing" from <i>Ballot Certificate</i>	Box H, <i>Provisional Ballot Closing Certificate</i>	Box C, Voter <i>Authority Card Worksheet</i>	Box F, <i>Provisional Ballot Closing Certificate</i>
D/P					
D/P					
D/P					
D/P					
Total					
Enter on Closing Summary Report	Line 5	Line 7	Line 8	Line 11	Line 12